

ARTICLE II Town Meetings

Section 1. Time

The Annual Town Meeting shall be held on the Saturday before the last Monday in March in each year at 9:30 A.M. for the transaction of all business except that the election of officers and the determination of such matters as by law are required to be elected or determined by ballot shall take place on the last Monday in March, when the polls shall be open from 7:30 A.M. until 7:00 P.M., or to such later time up to 8:00 P.M. as the Moderator may determine, provided, however, that whenever the date for the Annual Town Meeting, as hereby established, falls on the Saturday before Easter Sunday, the Annual Town Meeting shall be held on the following Saturday, although the Election and ballot questions hereinabove described shall still be held on the last Monday in March.

Section 2. Special Meetings

Special meetings may be called at any time by the Selectmen or in any other manner provided by law.

Section 3. Warrant

Every Town Meeting shall be called pursuant to a Warrant under the hands of the Selectmen stating the time and place of holding the same and the subjects to be acted upon, notice of which Warrant shall be given at least seven (7) days before the Annual Town Meeting and at least fourteen (14) days before any Special Town Meeting by a constable or other person to whom it is directed, who shall attest and post copies thereof in or on three or more buildings belonging to the Town or any three public places in the Town and make his return of service thereof to the Selectmen. In addition, the Selectmen shall send by mail or otherwise to each household within the Town, at least seven days before the time appointed for such meeting, a copy of such notice and Warrant, but failure to receive such notice and Warrant shall not invalidate any action taken at such meeting.

Section 4. Registered voters

Admission to the place of meeting or to a defined portion set aside for the holding thereof shall be open only to registered voters whose names appear on the check list thereof. The Moderator shall enforce this section throughout each meeting.

Section 5. Quorum

The number of voters necessary to constitute a quorum at any Town Meeting shall be 100, provided, however, that a number less than a quorum may from time to time adjourn the same. This section shall not apply to such parts of meetings as are devoted to the election of Town Officers.

Section 6. Action on Articles

Articles of the warrant shall be acted upon in the order in which they appear unless otherwise determined by vote of the meeting.

Section 7. Motions

A motion shall, if required by the Moderator, be reduced to writing before being submitted to the meeting.

Section 8. Questions

When a question is put, the sense of the meeting shall be determined by voice vote unless otherwise provided by law, and the Moderator shall declare the vote as it appears to him. If the Moderator is in doubt as to the result of such voice vote, or if his decision is immediately questioned by seven or more voters rising in their places for that purpose, the Moderator shall call for another vote to be taken, as he may decide, by show of hands, by standing vote, by use of the check list, or by ballots.

Section 9. Question - motions

When a question is before the meeting, the following motions, to wit:

- (1) To adjourn
- (2) To lay on the table
- (3) For the previous question
- (4) To postpone to a certain time
- (5) To commit, recommit or refer
- (6) To amend
- (7) To postpone indefinitely

shall be received and shall have preference in the foregoing order; and the first three shall be decided without debate, and the second and the third by two-thirds vote.

Section 10. Motion to dissolve

No motion, the effect of which would be to dissolve the meeting, shall be in order until every article in the warrant for such meeting has been finally disposed of, but this shall not preclude an adjournment of the meeting to some other date.

Section 11. Amendments involving money

On proposed amendments involving the expenditure of sums of money, the larger or largest amount to be disbursed shall be put to the question first, and an affirmative vote thereon shall be a negative vote on the other amount or amounts.

Section 12. Committee Reports

(a) All committees (hereinafter select committees) the appointment of which was authorized by the Town Meeting, other than

permanent committees, shall report as directed by the Town. When a report of such a committee is placed in the hands of the Moderator, it shall be deemed to be properly before the meeting for its action thereon, and a vote to accept the same shall discharge the committee excepting that if a committee requests that it be continued to a specified date in order to complete its assignment and if the Town so votes, said committee shall be continued to said specified date.

(b) If a select committee shall make no report by the time specified when it was created or, in the absence of any such specified time, within one year after its appointment, such select committees shall be discharged unless in the meantime the Town shall have granted an extension to a specified date.

(c) For the adoption of any of the recommendations of a select committee, a specific vote shall be required.

Section 13. Consent Calendar

Before any annual Town Meeting the Moderator may select from the Warrant those articles which in his judgment are likely to be adopted without debate and cause such articles and the motions to be made under each one to be published in a Consent Calendar, copies of which shall be sent by mail or otherwise to each household at least seven days before the date of such meeting. At an appropriate time in the meeting, the Moderator may announce consideration of the Consent Calendar. Notwithstanding the provisions of **Section 6 and 9 of this Article II**, a motion is then in order to adopt the motions in the Consent Calendar as a group without debate. After seconding of the motion the Moderator shall recognize any voter for the purpose of holding out any article and shall cause any article thus held out to be deleted from the motion to adopt. When all requests to hold out articles have been received, he shall put the motion as modified to a vote. Adoption of the motion by unanimous vote shall constitute adoption of all of the motions contained therein. Thereafter all articles held out, or if the motion to adopt is not voted unanimously, all articles in the Consent Calendar, shall be acted upon in accordance with the provisions of **Sections 6 and 9 of this Article**.